

Instructions for Completing Wastewater Discharge Short Forms

General:

This form is divided into two sections. The first section is for reporting sample results and QA/QC information. The second section contains two boxes to be used for relaying information: 1) general remarks (for operator comments concerning any matter other than quality control), and 2) laboratory quality control comments. Signature blocks, language regarding the legal requirement to submit this form, possible uses of the data provided, and a truthful reporting statement are also in section two.

If there are changes to the facility information (address, contact name, title), cross out the outdated information, note the corrected information, and initial the changes.

Each report includes a unique identification number (the DOC number) that is used by the data system. It is very important to use the correct form for the reporting period. Do not cross out the reporting period and use the form for another reporting period. If you need replacement forms contact the DNR representative listed in section two.

Do not change information printed in the “For DNR Use Only” box. If you have a concern about information listed in this area, either call your DNR representative or make note of it in the general remarks box.

If this form does not appear to list the monitoring requirements and/or effluent limitations specified in your permit, contact your DNR representative. You are required to test and report in accordance with the conditions of your permit.

Reporting sample results:

If a parameter number is followed by two asterisks (**), your permit does not require testing for that parameter. The starred parameters are for reporting process control or general condition data and have been requested by you or your DNR representative.

When no monitoring has been performed for a parameter, the entire row should be left blank.

Report the “date sample taken” using the **MM/DD/YYYY** format.

Sample results should be reported in the unit shown. Data will be considered to be in error if reported in any other unit. Contact your DNR representative if you believe a change to the form is necessary.

If more than one sample is analyzed on a day, write the highest value obtained for that day. Report the lowest value obtained for DO on a day, since the minimum level of this substance is of concern.

For BOD, multiple dilutions of the same sample represent only a single test. See Standard Methods for the Examination of Water and Wastewater to determine what test result should be reported for that sample.

When the test result is less than the limit of detection (LOD) or no detect, report the value of the limit of detection preceded by a less than sign.

Do not enter dashes, asterisks, or other extraneous markings intended to call attention to comments written elsewhere on the monitoring form.

Reporting Quality Assurance / Quality Control Information:

The LOD and LOQ do not need to be reported for parameters on the list titled “Parameters For Which LOD / LOQ Need Not Be Reported”. You must report LOD and LOQ for all other parameters. If you contract out your lab work, the lab should provide this information. If testing is performed on-site and you have questions regarding determining LOD / LOQ, contact your Lab Certification Officer or DNR representative.

Place an X in the “QC Exceedance” box for any column that has been referred to in the “laboratory quality control comments” box.

QA/QC comments should be placed in the “laboratory quality control comments” box. The “general remarks” box should be used to relay any other information.

Note your permit obligations for reporting noncompliance, spills, plant upsets, etc. These requirements are usually noted in the general or standard conditions of your WPDES permit.

Provide the nine-digit laboratory certification number for each parameter that must be monitored by a certified or registered laboratory. Flow, pH, temperature, residual chlorine, fecal coliform bacteria, and dissolved oxygen do not need to be analyzed by a certified or registered laboratory.

Forms Completion, Distribution and Return:

Use a pen to complete the form. Make two copies of the completed and signed original form. The original form and one copy should be sent to the DNR address listed on the last page of the monitoring form. Keep the other copy for your records. The form should be returned by the due date listed on the first page.

If you have not received a monitoring form by the beginning of a report period, notify your DNR representative.

If you receive more than one report for a time period (for example, monthly and quarterly reports), treat them as separate reports. Do not staple them to each other. Each report needs a separate signature.

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